

# Association of State Supervisors of Mathematics Constitution

## *Article I* **THE ASSOCIATION**

### **Section 1 – Name**

The name of the association shall be the Association of State Supervisors of Mathematics.

In this Constitution and By-laws the use of the term “State Supervisors” explicitly includes “territorial,” “provincial,” and “federal” supervisors who meet the membership eligibility conditions.

### **Section 2 – Purpose**

The purpose of the Association of State Supervisors of Mathematics shall be:

- a. to provide leadership and encouragement that will create an active interest in mathematics and its teaching;
- b. to assist in the promotion and maintenance of high standards of instruction and learning in mathematics for all;
- c. to provide opportunities for exchange of ideas and information about current problems, techniques, and experimental programs in the teaching of mathematics;
- d. to facilitate cooperative efforts in mathematics education between and among the Departments of Education, Departments of Public Instruction, Ministries of Education, other organizations for the improvement of instruction, and organizations of mathematics curricula;
- e. to make recommendations to governments, other agencies, and groups that will influence policies and programs for the betterment of mathematics education;
- f. to establish a platform that will disseminate the Association’s viewpoint on topical issues; and
- g. to identify areas where future curriculum development may be needed and to foster such development through established educational agencies.

### **Section 3 – Membership**

The categories for membership shall be Regular, Associate, or Emeritus. The requirements for membership eligibility are:

#### **a. Regular Membership**

1. A regular member may be any member of the staff of the education agency of any state in the United States of America, the District of Columbia; possessions of the United States of America, territory of the United States, Department of Defense, or Canadian Province or Bermuda whose function is to provide supervising and/or consulting services in mathematics.
2. If the educational agency has no specific position as described in a.1, the agency may designate an individual responsible for mathematics education matters who, on acceptance by the Executive Board, may hold Regular Membership.

Regular Members may vote, hold office and will pay dues. One year of non-payment of dues will terminate the membership.

**b. Associate Membership**

1. A person who has held continuous Regular Membership for two or more years and no longer meets the criteria for Regular Membership status may be an Associate Member.
2. Upon unanimous approval of the Executive Board, a person may be invited to participate as an Associate Member. Each individual's Associate Membership status should be reviewed yearly and may be terminated upon unanimous vote of the Executive Board.

Associate Members will have the rights and privileges of Regular Membership, but they may not vote nor hold elected office. Associate Members will be assessed the same dues as Regular Members. One year of non-payment of dues will terminate the membership.

**c. Emeritus Membership**

A person who has retired from his/her position while a Regular Member of the Association may be an Emeritus Member. Emeritus Members will have the rights and privileges of Regular Membership, but they may not vote nor hold elected office.

***Article II***  
**OFFICERS**

**Section 1 – Elected Officers**

**a. Elections**

The following executive officers shall be elected on even numbered years at the annual meeting to serve a term of two years: First Vice-President, Second Vice-President, Secretary, and Third Vice-President. The following executive officer shall be elected on odd numbered years at the annual meeting to serve a term of one year: President-Elect. The President-Elect shall become President after one year and serve a term of two years, after which becoming Past-President and serving a term of one year.

**b. Nominations**

At the annual meeting which precedes an election, the membership shall be asked for nominations of others or self for upcoming available positions. A request for nominations shall again be sent to the voting membership twelve weeks prior to the annual meeting.

Eight weeks prior to the start date of the annual meeting, the Nominating Committee shall mail the slate of nominees and an official ballot to members with voting privileges and whose dues are paid for the current year as of ten weeks prior to the annual conference. The postmark date for returning marked ballots will be printed on the ballot.

**c. Voting**

All voting members shall mail their ballots to the chair of the Nominating Committee, postmarked no later than four weeks prior to the starting date for the annual conference. The ballots will then be counted and the results of the election reported at the first business session of the meeting.

**d. Terms**

The newly elected officers shall be installed at the annual meeting and assume their offices immediately after the close of the annual meeting at which they are elected.

**Section 2 – Appointed Officers**

The Financial Officer shall be appointed on an annual basis by the Executive Board, shall be a member of the Association, and shall be a non-voting member of the Executive Board. The Financial Officer shall be compensated on a per diem basis for work related to special grants and projects as approved by the Executive Board.

*Article III*  
**EXECUTIVE BOARD**

**Section 1 – Membership**

The Executive Board shall consist of the President, the First Vice-President, the Second Vice-President, the President-Elect or the Past-President, the Secretary, the Third Vice-President, and the Financial Officer.

**Section 2 – Duties**

It shall be the duty of the Executive Board to direct the general policy of the Association, authorize all expenditures, report all of its official acts to the Association, review the financial statement submitted by the Financial Officer, be responsible for all publications, prepare an agenda for the annual meeting, authorize regional meetings, develop a projected annual budget, receive audit reports, serve as or appoint a management team for special projects and grants, appoint a Financial Officer, and transact other business pertaining to the Association.

*Article IV*  
**COMMITTEES**

**Section 1 – Nominating**

The nominating committee shall be appointed by the President with the approval of the Executive Board one year before the election meeting.

**Section 2 – Communications**

The communications committee shall be appointed by the President with approval of the Executive Board. The committee shall provide access to and maintain the Association's electronic means of communication.

**Section 3 – Program**

The program committee shall be appointed by the President with the approval of the Executive Board, with the First Vice-President as chair.

**Section 4 – Conference**

The conference committee shall be appointed by the President with the approval of the Executive Board, with the Second Vice-President as chair. The committee shall plan and execute conferences which may be held between annual meetings of the Association.

**Section 5 – Duties**

- a. The President shall preside over all meetings of the Executive Board, the annual meeting, and other general meetings of the Association; appoint all committees not otherwise provided for in the Constitution or by vote of the Association; serve as or, with the approval of the Executive Board, appoint a member to be the Association's official representative as necessary.
- b. The First Vice-President shall preside in the absence of the President, and shall be chair of the Program Committee.
- c. The Second Vice-President shall preside in the absence of the President and the First Vice-President and shall be chair of the Conference Committee.
- d. The President-Elect shall become thoroughly familiar with the activities and concerns of the Association.
- e. The Secretary shall take minutes of each annual or special meeting and each meeting of the Executive Board. These shall be filed with the Executive Board and copies provided to all members. The secretary shall preserve all documents and records, and transmit them to the successor.
- f. The Third Vice-President shall keep record of members; annually provide each member with a copy of the Constitution and a listing of officers, committees, and members; provide the

Executive Board an updated list of members prior to the annual meeting, after the annual meeting, and on January 1; shall be responsible for recognition of retiring members and orientation of new members at the annual meeting.

- g. The Financial Officer shall receive all monies of the Association and Executive Board; make reports at the annual meeting and special reports whenever called upon by the President; submit books for audit annually; and preserve the financial records and transmit them to the successor.

## **Section 6 – Resignations**

In the event that the membership status of any executive officer other than that of President or President-Elect changes:

1. If the remainder of the term is 6 or fewer months, the officer may serve for the remainder of the term. The officer may only carry out internal duties of the association.
2. If the remainder of the term in office is greater than 6 months or if the position is vacated, the successor for the remainder of the unexpired term for the office shall be named from the Regular Membership by the President, with the approval of the Executive Board. In the event that a Regular member cannot be appointed, this appointment may be any member whose dues are current. If the member appointed is not a Regular member, the replacement officer may only carry out internal duties of the association; external representation of the association must be passed to another executive officer.

In the event that the status of the person holding the office of President changes or if the office is vacated, the successor for the remainder of the unexpired term shall be named in the following order, assuming the office is filled with a Regular member:

- 1st: President-Elect (if position is filled) who will also serve his/her normal two-year term as President
- 2nd: First Vice-President
- 3rd: Second Vice-President
- 4th: Third Vice-President
- 5th: An appointee nominated and approved by the Executive Board

In the event that the status of the person holding office of President-Elect changes or if the office is vacated, the position will remain vacant until the next annual meeting. If time permits, the nominating committee will submit nominees for President as part of the process outlined in Article II, Sections 1a and 1b. If not, an emergency nomination and voting shall be conducted at the annual meeting. The newly-elected President will take over as President immediately.

## *Article V* **MEETINGS**

### **Section 1 – Annual Meeting**

The annual meeting of the Association shall be held in conjunction with the Annual Meeting of the National Council of Teachers of Mathematics.

## **Section 2 – Quorum**

A quorum of members is required for the transaction of business. At least four voting members of the Executive Board and twenty-five percent of the remaining regular members constitute a quorum.

## **Section 3 – Additional Meetings**

Additional meetings of the Association may be held at the call of the President or a majority of the Executive Board, provided the membership is given at least thirty (30) days prior written notice of the meeting.

## *Article VI* **FINANCES**

### **Section 1 – Dues**

The amount of the annual dues for each year (April 1 through March 31) shall be recommended and approved by the Executive Board and approved by a majority of the members present at the annual meeting to be effective for the following year. Emeritus members will not be required to pay dues.

### **Section 2 – Disposition of Assets**

If at any time the Association shall cease to carry out the purpose as herein stated, all assets held by it after the payment of its liabilities, whether in trust or otherwise, shall be given by the final Executive Board of the Association, to an organization which has similar purposes and has established its tax exempt status under the Internal Revenue Code as now enacted or as it may be amended, and such assets shall be applied exclusively for the improvement of supervision of mathematics.

### **Section 3 – Tax Exempt**

The Association is not organized for profit and no part of net earnings will inure to the benefit of any private individual.

## *Article VII* **PARLIAMENTARY AUTHORITY**

*Roberts Rules of Order Revised* shall govern the meetings of the Association in all cases to which they apply.

## *Article VIII* **AMENDMENTS**

This Constitution may be amended at the annual meeting, provided the proposed amendments have been presented in writing to the membership one month prior to the annual meeting. Provisions shall be made for absentee balloting concerning such amendments. Amendments to this Constitution require a two-thirds majority vote by regular members who vote at the annual meeting or submit an absentee ballot.

Adopted: April 21, 1981 (St. Louis, Missouri)

Attested: Charles Watson, Secretary

Amended on April 6, 1987 at Anaheim Convention

Amended on April 10, 1989 at Orlando Conference

Amended on April 16, 1990 at Salt Lake City Conference

Amended on April 4, 1995 at Boston Conference

Amended on April 4, 2001 at Orlando Conference

Amended on April 7, 2008 at Salt Lake City Conference

Amended on April 18, 2009 at Washington D.C. Conference

Amended on April 17, 2010 at San Diego Conference